



Michael R. Pence, Governor
State of Indiana

Division of Disability and Rehabilitative Services
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To: Vocational Rehabilitation employment service providers
From: Theresa Koleszar, Director, Bureau of Rehabilitation Services
Re: Establishment, Development or Improvement of Non-Profit Community Rehabilitation Programs
Date: October 21, 2016

On September 14, 2016, the Bureau of Rehabilitation Services (BRS) issued a Request for Funding,¹ requesting responses from approved Vocational Rehabilitation (VR) Employment service providers that have a demonstrated need to enter into Establishment projects in order to increase staff capacity and training for the purpose of increasing the quality of services and competitive, integrated employment outcomes to VR applicants or eligible individuals. This memo serves as a reminder that responses to the Request for Funding must be submitted by **Monday, October 24 at 3 p.m. EST**, to Kristina.Blankenship@fssa.in.gov. BRS is unable to consider responses received after the deadline.

BRS would also like to provide some additional clarification regarding the requirement for Community Rehabilitation Programs (CRP) to provide non-federal match funds for Establishment projects. VR fee for service payments to CRPs are federal funds and therefore are not allowable as match funds for the Establishment project. The CRP is responsible for providing non-federal match funds of 21.3 percent of allowable Establishment project costs (actual expenses). Allowable expenses include the increased costs incurred by the CRP as a result of increasing staff capacity, and the increased costs incurred by the CRP as a result of developing or enhancing training, specifically for purposes of increasing the quality of services and competitive, integrated employment outcomes to VR applicants or eligible individuals, as outlined in the Request for Funding. See example below. Please also view the full Request for Funding for greater detail regarding allowable and unallowable costs.

Example:

- Current annual staffing costs are \$200,000. These costs increase to \$250,000 as a result of increasing staffing capacity to meet the expectations outlined in the Request for Funding. Current annual training costs are \$10,000 and increase to \$20,000 as a result of enhancing training to meet the expectations of this project. The total increase in cost to the CRP is \$60,000 for year one of the project.
- Establishment project budget is \$60,000 for year one, with the CRP providing the 21.3% non-federal share of these costs, which equals \$12,780 in this example. Please note that in years two, three, and four of the Establishment project, the portion of staffing costs that may be included in the Establishment Project budget decreases according to the funding levels outlined in the Request for Funding.

As a reminder, the question period for this Request for Funding ended September 30, 2016. BRS responses to the questions continues to be posted at <http://www.in.gov/fssa/ddrs/4976.htm>.

¹ The Establishment Project RFF is located at <http://www.in.gov/fssa/files/RFF-Establishment%20Sept%202016.pdf>

